



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

SOCIAL WORK SUPERVISOR

ANNUAL \$67,267
SALARY: \$85,266

SALARY
GROUP: SH 26

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 990870CRSP

THIS LIST WILL BE USED TO FILL VACANCIES IN THE DEPARTMENT OF CHILDREN & FAMILIES ONLY.

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.](#)

(REISSUED WITH DATES FOR 2012)

PURPOSE OF JOB: In the Department of Children and Families this class is accountable for supervising social work staff in the provision of direct social case work services to clients and providing case work quality improvement for an assigned region through a process of administrative case supervision or Special Review Investigation. In the Department of Social Services this class is accountable for supervising social work staff in the provision of direct social case work services to clients.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Possession of a Master's degree in social work or a closely related field and two years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree in social work or a closely related field and three years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree and four years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning.

NOTES:

1. Closely related fields are: applied sociology, child development, child welfare, clinical psychology, counseling, human development and family studies, human service, marriage and family therapy, nursing, social and/or human services, education and criminal justice.
2. DEPARTMENT OF CHILDREN AND FAMILIES: A degree in a closely related field is required.
3. **Qualifying experience at this level must include the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload, assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits and intervention and evaluation. Qualifying experience must be at the full working level above the level of Social Worker Trainee.**

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to speak a foreign language. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; knowledge of community resources (e.g. facilities serving social, mental health, medical, educational and legal needs, etc.) and services provided; knowledge of legal basis for departmental programs and requirements; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret complex written material; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Social Work Supervisor, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Social Work Supervisor cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in child welfare case management including assessment of risk, family situations, medical, physical, social and psychological histories; investigation of child abuse and neglect; counseling families and children; recruiting, evaluating and selecting foster homes and/or adoptive homes for the placement of children. (2) Experience accessing community services/resources including consulting with service providers (therapists, doctors, school personnel etc.) to develop and implement treatment plans or other interventions. (3) Experience supervising or leading a staff or team and experience providing staff training. (4) Experience preparing reports and related documentation (treatment plans, service agreements, referral summaries), preparing juvenile court documents, editing documents prepared by others, and experience using a personal computer. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** (5) **Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) **Application/examination package must be date stamped by DAS/Human Resources or postmarked by MAY 24, 2012 for the JULY 12, 2012 grading date; and by NOVEMBER 1, 2012 for the DECEMBER 19, 2012 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

(revised May 4, 2012)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.